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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Administrative Service

DATE: 2 August 1952

FROM : Chief, Building Maintenance & Utilities

SUBJECT: Report of Operation by the Building Maintenance and Utilities Division during the month of July, 1952.

Volume:

1. Requests for services processed during month of July
 - A. New Requests by memorandum or requisition 315
 - B. On hand prior to July 55
 - Total 370
 - C. Written orders placed with GSA 239
 - D. Number on hand no action as of 31 July 44
 - E. On hand 60 days or more and not yet submitted to G.S.A. (Copies attached hereto) 1 ✓

2. Funds obligated (This section submitted January, April, July or October)

- A. Third Quarter Encumbrances
 1. Routine alterations, painting, repairs \$18,300
 2. Special Projects
 - a. Renovations (6615) \$87,310.40
 - b. Renovations (Other) 1,015.00
 - Total \$88,325.40
 3. Protective Services (GSA Guards)
 - a. 159 reimbursable posts 90,196.00
 - b. 34 non-reimbursable posts
 4. Laborers and Trucks (From GSA) 5,334.00
 - Total Funds Obligated \$95,530.00

3. Sums paid to GSA during July against orders encumbered in second quarter.

1. Alterations and installations \$18,910.93
2. Guards 74,928.67
3. Laborers and Trucks 17,583.15
4. Elevator Service 71.10
5. Fireman-Laborers 1,793.81
6. National Security Council 13.55
- \$113,301.21

4. Work Load Status

- A. Number of Requests on which orders have been placed but work has not been completed.

| | |
|--------------|-----|
| 30 days old | 112 |
| 60 days old | 95 |
| 90 days old | 72 |
| 120 days old | 46 |
| Total | 325 |

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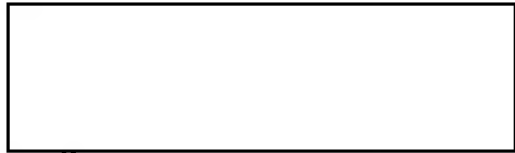
B. Orders submitted to GSA non-reimbursable

| | |
|------------|------------|
| In writing | 14 |
| Verbal | 500 |
| | <u>514</u> |

| | |
|-----------------------------|----|
| C. Inter-office memorandums | 47 |
| Inter-agency letters | 12 |

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|----------------------------|---------|
| D. Space moves during July | 22 |
| Total personnel moved | 97 |
| Man hours by GSA Laborers | 768 |
| Estimated cost | \$1,480 |

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Attachments

Note: Ref. to Item 1, E. Request written on this order 4 August.